



IOWA SOCIETY
DAUGHTERS
of the
AMERICAN REVOLUTION

ARTICLES OF INCORPORATION

AND

BYLAWS

Amended May 6, 2016

**AMENDED RESTATED ARTICLES OF INCORPORATION
OF THE
IOWA SOCIETY
OF THE
DAUGHTERS OF THE AMERICAN REVOLUTION**

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned citizens of Iowa, of full age, for ourselves, our associates and successors, do hereby associate ourselves together for the purpose of forming a corporation, organized for educational, patriotic and historical purposes and not for pecuniary profit, under the provisions of section 504A.100 of the Iowa Non-Profit Corporation Act, and acts amendatory thereto, and do hereby execute and adopt the following Articles of Incorporation which correctly set forth the provisions of Articles of Incorporation as theretofore amended, that they have been duly adopted as required by law and that they supersede the original Articles of Incorporation and all amendments thereto.

ARTICLE I

The name of this corporation shall be the Iowa Society of the Daughters of the American Revolution; its principal place of business the city of Des Moines, Iowa.

ARTICLE II

The duration of this corporation shall be perpetual.

ARTICLE III

The Object of this corporation shall be to acquire property, real and personal, or purposes appropriate to its custom, by purchase, gift, devise or bequest, and to perpetuate the memory and spirit of the men and women who achieved American Independence, by the protection of historical spots, and the erection of monuments, by the encouragement of historical research in relation to the Revolution and the publication of its results, by the preservation of documents and relics, and of the individual records of the individual services of Revolutionary Soldiers and Patriots, and by the promotion of celebrations of all patriotic anniversaries.

To carry out the injunction of Washington in his farewell address to the American People, "To promote, as an object of primary importance, institutions for the general diffusion of knowledge," thus developing an enlightened public opinion, and affording the young and old such advantages as shall develop in them the largest capacity for performing the duties of American Citizens.

To cherish, maintain and extend the institutions of American Freedom, to foster true patriotism and love of country, and to aid in securing for mankind all the blessings of liberty.

ARTICLE IV

There shall be no capital stock to said corporation and no dividends nor distribution of property among the members of said corporation shall be made until the dissolution of the corporation.

ARTICLE V

The executive officers of this corporation shall be a State Regent, a State Vice Regent, a State Chaplain, a State Recording Secretary, a State Corresponding Secretary, a State Organizing Secretary, a State Treasurer, a State Registrar, a State Historian, a State Librarian and such other officers as may be provided for in the bylaws, all of whom shall be elected biannually and who shall hold office for two years, or until their successors are elected and have assumed office; the time, method, and manner of electing such officers to be fixed and determined by bylaws. The executive officers shall compose the State Executive Committee.

ARTICLE VI

The business of this corporation shall be transacted by the voting members of the Iowa Society in conference. The voting members shall be its Executive Officers, Honorary State Regents whose membership is within the state, Chapter Regents, or in their absence the Vice Regents, and elected delegates or alternates. All shall be in good standing in their respective chapters.

A member holding two or more offices each carrying a vote shall be limited to one vote.

ARTICLE VII

The annual conference or meeting shall be held in Des Moines, Iowa, or within a fifty-mile radius, unless otherwise ordered by the voting membership or the State Board of Management. The State Board of Management or the State Executive Committee may specify the precise date and place thereof.

ARTICLE VIII

A State Board of Management Meeting shall meet on call of the State Regent as provided for in the bylaws. The State Board of Management shall have full power to modify an action taken at any such conference or meeting of the voting members. The Bylaws may provide for special meetings of the Board of Management and for voting by mail by members thereof.

The State Board of Management shall consist of the State Executive Officers, Honorary State Regents whose membership is within the State, and Chapter Regents, or in their absence the Vice Regents, of Iowa Society Daughters of the American Revolution.

ARTICLE IX

This corporation shall be authorized to buy, sell or lease real and personal property in the State of Iowa, so far only as may be necessary to its lawful ends.

ARTICLE X

The private property of its officers and members shall be exempt from liability for its debts.

ARTICLE XI

This corporation shall have the power to make and adopt bylaws and may adopt a seal.

ARTICLE XII

The State Executive Committee shall meet at such times and perform such duties as the bylaws may provide.

ARTICLE XIII

These articles, with the exception of Article IX, may be amended at any regular meeting of this corporation by a two-thirds vote of all members voting, provided such amendments have been submitted to all Chapters in the Iowa Society at least thirty days before such meeting, and notice of the same shall have been appended to the call of the meeting.

The State Regent and the State Recording Secretary of the corporation were duly authorized and directed to sign, acknowledge, record, publish, and do all things, which are by law required to execute, complete and carry into effect the restated Articles of Incorporation of said corporation.

_____ State Regent
Michelle Mott Juehring

_____ State Recording Secretary
Linda Van Niewaal

We, the State Regent and the State Recording Secretary of said corporation, have executed this instrument, and do hereby sign and acknowledge the same, for and in behalf of said corporation this 24 day of April, A.D. 2004.

_____ State Regent
Michelle Mott Juehring

_____ State Recording Secretary
Linda Van Niewaal

**BYLAWS
OF THE
IOWA SOCIETY OF THE
DAUGHTERS OF THE AMERICAN REVOLUTION**

ARTICLE I - NAME

The name of this corporation shall be the Iowa Society of the Daughters of the American Revolution, hereafter shall be known as the Iowa Society DAR, Iowa Society and/or ISDAR.

ARTICLE II - OBJECTS

The Objects of this Society shall be to promote the objects of the National Society of the Daughters of the American Revolution.

ARTICLE III - MEMBERSHIP

Section 1. Any Chapter of the National Society of the Daughters of the American Revolution located within the State of Iowa shall be eligible for membership in the Iowa Society of the Daughters of the American Revolution.

Section 2. A Chapter, after complying with the National Bylaws regarding organization of Chapters, shall become a member by sending to the State Recording Secretary the name of the Chapter, the date of its organization, the names of the officers and the names of the members. This information shall be recorded in the permanent files of the State Recording Secretary.

ARTICLE IV - OFFICERS

Section 1. The officers of the Iowa Society of the Daughters of the American Revolution shall be a State Regent, a State Vice Regent, a State Chaplain, a State Recording Secretary, a State Corresponding Secretary, a State Organizing Secretary, a State Treasurer, a State Registrar, a State Historian and a State Librarian.

Section 2. To be eligible for election to any state office, a member must be in good standing, shall have held membership in a chapter within this state for at least five years prior to her election, and previously served a term as Regent of an Iowa Society chapter.

Section 3. To be eligible for the office of State Regent or State Vice Regent a member must have served one term as a state officer.

Section 4. A state officer having served the maximum of two consecutive terms in different offices may be a candidate for only the office of State Regent or State Vice Regent.

Section 5. A state officer having served two consecutive terms in different offices shall again be eligible for election to any state office after the expiration of one term.

Section 6. No state officer may serve more than one term in the same office with exception of the State Treasurer who may succeed herself once.

Section 7. A state officer shall not hold a state office and a chapter office at the same time.

Section 8. No two state officers shall be members of the same chapter.

Section 9. Term of Office

(a) The term of office for all officers shall be for two years or until their successors are elected, and their term of office shall begin at the close of

the Continental Congress which confirms the election of the State Regent and State Vice Regent.

- (b) An officer having served more than half a term in any office shall be deemed to have served a term in that office.

Section 10. Vacancy of Office

- (a) Should the office of State Regent become vacant, the State Vice Regent shall become State Regent automatically provided she has been confirmed as State Vice Regent. If neither the Regent nor Vice Regent can serve, the Executive Committee shall fill the vacancy until the next State Conference and/or the Board of Management meeting subject to the approval of the National Board of Management.
- (b) A vacancy in any other office shall be filled by the Executive Committee for the unexpired term.

Section 11. Eligibility for National Office

- (a) A member shall not be eligible as a candidate for Vice President General or any other National Office until she has served as State Regent.
- (b) A candidate for Vice President General shall be endorsed by a majority of the delegates present and voting at the State Conference. Voting shall be by ballot.

Section 12. In recognition of valuable service to the Iowa Society, a member who has served a full two-year term as State Regent, upon her retirement from office may be elected Honorary State Regent for life, by a majority vote at any State Conference. Election may be by acclamation.

Section 13. The pins of the State Officers are the property of the Iowa Society of the Daughters of the American Revolution. These pins shall be returned to the Iowa Society upon completion of term of office, resignation or death. Each newly elected officer shall sign a statement of possession upon receipt of pin, said statement shall be returned when the pin is relinquished to the Iowa Society. One copy shall be kept on file by the State Regent, the State Recording Secretary, and the newly installed officer.

ARTICLE V - NOMINATION AND ELECTION OF OFFICERS

Section 1. All State Officers shall be elected at State Conference in even numbered years.

Section 2. A chapter shall, by a majority vote, endorse a member as a candidate for a State Office and a copy of said endorsement shall be filed for information with the State Regent and acknowledged by her to the Chapter previous to the time of nomination.

Section 3. Nominations of all candidates for state offices shall be made from the floor of the State Conference.

Section 4. A delinquent member shall not be eligible for endorsement, nomination or election.

Section 5. The consent of the nominee must be obtained.

Section 6. Election shall be by ballot and a majority of all votes cast shall be necessary to elect. However, when there is only one nominee for an office, the vote may be by acclamation.

ARTICLE VI - DUTIES OF OFFICERS

Section 1. State Regent

- (a) She shall be the chief executive officer, the official spokesman of the State Society and shall have general supervision of its affairs.
- (b) She shall preside at all meetings of the Iowa Society including the State Conference, the Executive Committee and the Board of Management.
- (c) She shall appoint all duly authorized state committees and any special committees as deemed necessary. She shall be an ex-officio member of all committees.
- (d) She shall appoint the District Directors.
- (e) She shall appoint the Parliamentarian with the approval of the Executive Committee.
- (f) She shall select the members of the Speaker's Bureau.
- (g) She shall approve and sign all contracts and obligations authorized by the State Conference or by the Executive Committee and no monies shall be paid for any purpose until the bill or voucher has been approved by her.
- (h) She shall issue warrants accompanied by the statement to the State Treasurer for expenditure of all monies. These warrants are to be sent first to the Recording Secretary for that officer's counter-signature for further action. (See Section 4, item "c" of this Article.)
- (i) In case of the illness of the Treasurer, she shall have the authority to sign checks for the payment of bills. First she shall issue the warrant to be sent to the State Recording Secretary for that officer's counter-signature.
- (j) She shall have general supervision over and is responsible for the State Conference, appointing such committees as needed. (See Article VII-Iowa State Conference, Section 16.)
- (k) She shall have direct supervision and guidance of the printing and compiling of the Iowa Official Record for her term of Office. (See Article XIV-Official Publications, Section 1.)
- (l) The State Regent shall appoint a member who resides in Iowa to serve as Registered Agent for the purpose of submitting the annual report of the corporation to the Secretary of the State, State of Iowa.
- (m) She shall perform such other duties as are specified in Robert's Rules of Order, Newly Revised, and the Bylaws of the National Society.
- (n) The State Regent, State Vice Regent and the State Treasurer shall have their names on the signature cards of all financial accounts.

Section 2. State Vice Regent

- (a) In the absence of the State Regent she shall assume and perform the duties of the State Regent.
- (b) She shall serve as General Chairman of the State Conference.
- (c) She shall assist in planning the District Meetings under the supervision of the State Regent.
- (d) She shall assume the responsibilities of planning the Iowa functions during Continental Congress under the guidance of the State Regent.
- (e) She shall serve as chairman of the Budget and Finance Committee.
- (f) She shall perform such other duties as may be assigned to her by the State Regent.

- (g) The State Regent, State Vice Regent and the State Treasurer shall have their names on the signature cards of all financial accounts.

Section 3. State Chaplain

- (a) She shall conduct such religious services as the occasion may require and daily benedictions and grace for all state meetings and events.
- (b) She shall prepare and conduct the Memorial Service during the State Conference. She shall coordinate a brief tribute for deceased past State Regents and State Officers. She shall provide a copy of the Memorial Service, Necrology Roll and tributes to the State Recording Secretary for inclusion in the proceedings book. The Memorial Program shall recognize members of 25 years or more.
- (c) She shall maintain records of deceased members as reported by chapters.

Section 4. State Recording Secretary

- (a) She shall accurately record and preserve all minutes of the Iowa Conference, the Board of Management and Executive Committee. A copy of all such minutes of the Iowa Conference and Board of Management meetings shall be mailed/emailed within three weeks of the meeting to the State Regent. A copy of the minutes of the Executive Committee shall be mailed/emailed within two weeks to each member of said committee following each meeting.
- (b) She shall keep a list of all Iowa Chapters for the purpose of calling the roll and obtaining the official number present and the voting strength to establish a quorum.
- (c) She shall authenticate all acts and orders of the Iowa Society and shall countersign and date all warrants upon receiving them from the State Regent for the expenditure of state funds, and she shall transmit said warrants with expediency to the State Treasurer before monies can be paid.
- (d) The Recording Secretary, under the guidance of the State Regent, shall compile information for inclusion in the Official Record, and shall assist with the proofreading. She shall be responsible for the distribution of this Official Record to those designated by the State Regent, and the remaining books shall be in her custody. (See Article XIV - Official Publications, Section 1.)
- (e) The Recording Secretary shall be responsible for the printing of names, addresses and phone numbers of all State Officers, State Chairmen and Chapter Regents, Registrars and Treasurers for the State Directory. (See Article XIV, Section 2.)

Section 5. State Corresponding Secretary

- (a) It shall be her duty to send out notices of all meetings of the State Conference and the Board of Management and to conduct such correspondence as the State Regent may direct.
- (b) She may provide for the printing and distribution of official stationery.
- (c) She may assist the State Regent and the State Recording Secretary in proofreading and distributing the Iowa Official Record for the term she serves.

- (d) The official mailing list will include the State Officers, Honorary State Regents, National Chairmen, National Vice Chairmen, District Directors, State Chairmen and Chapter Regents.
- (e) She shall order and have available for all meetings the supplies needed by the chapters.
- (f) She shall prepare and distribute materials for State Board of Management and District meetings. The fall packet shall include the State Conference credential forms.

Section 6. State Organizing Secretary

- (a) She shall investigate and ascertain the possibilities of the organization of new chapters.
- (b) With the assistance of the State Regent, she shall have supervision of the organization of new chapters and disbandment of chapters.
- (c) She shall assist the duly appointed Organizing Regents in complying with the instructions sent by the Organizing Secretary General.
- (d) She shall conduct the correspondence relating to the organization of chapters.
- (e) She shall assist chapters to develop and stabilize membership and to maintain adequate administration through the required officers and other proper procedures.
- (f) She shall consult with District Directors and Chapter Regents in making a survey of prospective areas for new chapters.
- (g) She shall serve as State Membership Chairman and report to the State Conference the work of this committee.

Section 7. State Treasurer

- (a) She shall be the custodian of all funds of the Iowa Society and shall receive and collect same.
- (b) She shall receive all state dues and all funds contributed by the Chapters for State and National projects.
- (c) All monies received by the State Treasurer shall be placed in a bank, which is a member of the Federal Deposit Insurance Corporation.
- (d) She shall disburse such sums only when authorized by the State Board of Management or the State Conference except the running expenses of the Society, which shall be paid when authorized by the State Regent in writing.
- (e) Each order, accompanied by the statement, upon the Treasurer for disbursement of funds must be signed by the State Regent and the State Recording Secretary before any money can be paid.
- (f) She shall keep an account of all sums received or disbursed and shall keep receipts for all payments.
- (g) Her accounts and books shall at all times be open for inspection by the State Board of Management.
- (h) Her books and accounts shall be closed and balanced by the last day of February and transmitted to the Auditing Committee no later than one day before the opening of the Iowa State Conference.

- (i) She shall present to the State Conference a detailed financial statement signed by the Auditing Committee representing funds received and disbursed during the fiscal year.
- (j) She shall prepare and file all required Income Tax forms by the proper date each year. In the final year of her term of office she shall be responsible for preparing and filing the above forms before relinquishing her Treasurer's books and supplies to the newly elected Treasurer.
- (k) At the expiration of her term of office, she shall furnish a supplementary report no later than one month from the close of Continental Congress of all receipts and disbursements not covered by the Auditors' Report. This supplemental report shall be sent to the State Regent and incoming State Treasurer. This supplemental report is incorporated into the incoming State Treasurer annual report. All material effects pertaining to this office shall be turned over to the new State Treasurer at this time.
- (l) She shall give bond in an amount to be determined by the Executive Committee. The fee for this bond shall be paid by the Iowa Society.
- (m) The State Regent, State Vice Regent and the State Treasurer shall have their names on the signature cards of all financial accounts.

Section 8. State Registrar

- (a) She shall keep the membership files and/or database current.
- (b) She shall send forms to the Chapter Registrars requiring an accurate report of all members who have been accepted, dropped, resigned, transferred, reinstated, married, divorced or deceased during the year. This information shall be transferred to the state membership files and/or database for reference.
- (c) She shall compile and work with the State Chaplain to verify deaths used for the Necrology Roll and read the Necrology Roll at the Memorial Service during State Conference.

Section 9. State Historian

- (a) She shall stimulate interest in the history of Iowa and shall direct such historical work as may be required by the Iowa Society or suggested by the National Society.
- (b) She shall keep a reference record of the historical documents and relics of which the State Society may come into possession.
- (c) She shall keep on file a record of all historical markers and monuments erected by the Iowa Society.

Section 10. State Librarian

- (a) She shall facilitate the giving of books by the chapters.
- (b) She shall collect books and papers which may be of genealogical and historical value for placement in the National Society Daughters of the American Revolution Library or other historical depository deemed suitable.
- (c) She shall serve as State Chairman of ISDAR Speaker's Bureau Committee and report to the State Conference on the work of the Speakers Bureau.

Section 11. Each State Officer shall submit a written report to the State Regent and the State Recording Secretary and shall deliver an oral report to the State Conference.

Section 12. All retiring State Officers shall deliver to their successors a typed record of the work accomplished during their administration. All books, records and material pertaining to each State Office shall be transferred to the incoming officers no later than the close of Continental Congress with exception of the State Treasurer as provided in this Article, Section 7, item "k".

ARTICLE VII - IOWA STATE CONFERENCE

Section 1. The annual meeting of the Iowa Society shall be known as the Iowa State Conference of the Iowa Society, Daughters of the American Revolution and shall be for the purpose of receiving reports of officers and committees, for programs in furtherance of the objects of the Society, for the election of officers and for any other business that may arise. The Iowa State Conference hereafter shall be known as the State Conference.

Section 2. The State Conference shall be held annually in the spring of the year unless otherwise ordered by the State Board of Management or the State Conference.

Section 3. State Conference Location and Date.

(a) The State Conference shall be held in Des Moines, or within a fifty-mile radius.

(b) The date and place of meeting shall be named by the Executive Committee.

Section 4. The call for the State Conference shall be issued forty-five (45) days before the convening of said conference. This notice shall be sent to the official mailing list by the State Corresponding Secretary. (See Article VI, Section 5(d)).

Section 5. If necessary, the Executive Committee has the power to change location and/or date.

Section 6. All Iowa Daughters who attend the State Conference shall pay a registration fee to be determined by the Executive Committee, such sum to be used in defraying the expenses of the Conference. Funds left from entertaining the Conference shall be placed in the General Fund.

Section 7. Each Chapter is entitled to representation at the State Conference by its Regent, or in her absence, by the Vice Regent or alternate. The number of additional delegates to which a Chapter is entitled shall be based upon the number of members on the Chapter Roll in good standing in the National Society on January 1 of each year.

Delegates shall be according to:

(a) Chapters having less than 50 members in good standing in NSDAR shall be entitled to two (2) delegates.

(b) Chapters having 50 members and not exceeding 99 members in good standing in NSDAR shall be entitled to four (4) delegates.

(c) Chapters having 100 or more members in good standing in NSDAR shall be entitled to two (2) delegates for each additional 100 members.

EXPLANATORY TABLE
CHAPTER REPRESENTATION AT STATE CONFERENCE
Chapter members in Good Standing in NSDAR

<u>Members</u>	<u>Representatives</u>	<u>Votes</u>
12 to 49 (Inclusive)	Regent and 2 Delegates	3
50 to 99 (Inclusive)	Regent and 4 Delegates	5
100 to 199 (Inclusive)	Regent and 6 Delegates	7
200 to 299 (Inclusive)	Regent and 8 Delegates	9

Regents and delegates shall be entitled to an alternate and the Chapter Regent is authorized to fill vacancies in the Chapter delegation from the elected alternates. Delegates and alternates to the State Conference shall be elected each year no later than two months before the month in which State Conference is held. (If State Conference is held in April then a chapter shall elect delegates no later than the February meeting.) A list of the delegates and alternates, with the date of their election by the Chapter, shall be sent to the State Conference Chairman by the deadline as specified on the State Credentials Form.

Section 8. A member whose dues are delinquent shall not be eligible to represent the chapter as a delegate or alternate at State Conference.

Section 9. The Iowa Conference shall consist of:

- (a) All State Officers
- (b) All National Officers and all Past National Officers whose memberships are in Iowa and in good standing in their Chapters.
- (c) All past State Regents whose memberships are in Iowa and in good standing in their Chapters.
- (d) All State Chairmen.
- (e) All Chapter Regents or their alternates.
- (f) All delegates or their alternates elected by Chapters.
- (g) All Organizing Regents.
- (h) All visiting members.

Section 10. The voting members of the State Conference shall be the State Officers, the Honorary State Regents, the National Officers and the Honorary National Officers whose memberships are within the state, the Chapter Regent or in her absence the Vice Regent of the Chapter or her alternate, and elected delegates or alternates of each Chapter of the Iowa Society entitled to representation at the State Conference in accordance with Section 7 of this Article. A member shall vote only once on each motion, no matter how many offices held.

Section 11. All Iowa members of the National Society of the Daughters of the American Revolution shall have the privilege of attending the annual meeting and may take part in discussions, but may not make motions or vote unless otherwise duly qualified to vote.

Section 12. A member must have belonged at least one continuous year preceding the Continental Congress to be eligible to represent her Chapter at the State Conference or Continental Congress.

Section 13. There shall be no voting by proxy or by mail at any State Conference.

Section 14. Twenty-five (25) voting members present at any meeting of the State Conference shall constitute a quorum.

Section 15. Resolutions passed by the State Conference shall be signed by the State Regent and Recording Secretary and copies filed with the National Chairman of the Resolutions Committee.

Section 16. The State Regent shall appoint such other Chairmen and Committee members as needed for the State Conference.

ARTICLE VIII - STATE BOARD OF MANAGEMENT

Section 1. The officers of the State Society, Honorary State Regents, National Officers whose memberships are within the State, the Regent of each Chapter or in her absence the Chapter Vice Regent shall constitute the State Board of Management, hereafter to be known as the Board of Management.

Section 2. The officers of the Iowa Society shall be officers of the State Board of Management.

Section 3. In order that the aims and activities of the National Society may be presented to the State Board of Management and through them to the Chapters, all State Chairmen and all members of committees are expected to attend all Board of Management Meetings and shall have the privilege of the floor. However, only those listed in Section 1 of this Article may make or second a motion or cast a vote.

Section 4. The State Board of Management shall meet during the summer, the date to be set by the State Regent. A registration fee determined by the Executive committee may be charged to help defray the expenses of the meeting. Special meetings shall be called by the State Regent, or upon written request of five members of the Board, or upon the written request of ten Chapters. At least five days notice of the time and place of meeting shall be given at all meetings of the Board.

Section 5. The State Board of Management shall have full power and authority over the business and affairs of the Iowa Society of the Daughters of the American Revolution during the interim between its meetings except that of modifying an action taken by the Iowa Conference. In case of an emergency, the Board of Management may be circularized and the vote taken by mail.

Section 6. Fifteen members shall constitute a quorum of the Board of Management.

ARTICLE IX - DISTRICTS

Section 1. The State of Iowa shall be divided into not more than eight and not less than four districts. Future redistricting shall be directed by the Board of Management.

Section 2. A Director for each District shall be appointed by the State Regent.

Section 3. District Meetings shall be held annually in the fall of the year under the supervision of the State Regent for the purpose of instructions and any pertinent district business.

Section 4. A registration fee determined by the hostess Chapter or Chapters and subject to the approval of the State Regent may be charged to cover the cost of the meeting.

Section 5. Each District shall rotate as hostess to the State Conference.

Section 6. The District Director's duties shall be

- (a) To assist the State Regent and State Vice Regent in planning for the District Meetings.

- (b) To visit the Chapters in her district whenever she may assist them.
- (c) To assist the Organizing Secretary in the promotion of new Chapters.
- (d) She shall notify the Chapters in the district no later than forty-five (45) days prior to the District Meeting of the place, date and hour. Notices shall also be sent to all State Officers, and to all Honorary State Regents, National Chairmen, National Vice Chairmen and State Chairmen, whose membership is within the district.
- (e) She shall preside at the District Meeting and appoint a recording secretary and timekeeper.
- (f) She shall assist the State Chaplain with the Memorial Service at State Conference.

Section 7. The Director shall see that a typewritten copy of the minutes of the meeting are sent to the State Regent and to the State Recording Secretary immediately following the District Meeting. The edited minutes shall be printed in the Iowa Official Record. (See Article XIV - Official Publications, Section 1.)

Section 8. She shall coordinate the activities of the Chapters in her district in the preparation for the hosting of the State Conference working under the direction of the State Regent and the Conference Chairman.

ARTICLE X - EXECUTIVE COMMITTEE

Section 1. The State Executive Committee shall consist of the State Officers and hereafter shall be known as the Executive Committee. Five members shall constitute a quorum.

Section 2. The State Board of Management may authorize this committee to perform such specific duties between its meetings, as the Board of Management may from time to time deem advisable. The State Regent may consult the Executive Committee in emergencies requiring attention between meetings of the State Board of Management.

Section 3. The Executive Committee shall meet at the call of the State Regent. It shall report and make recommendations to Board of Management and the State Conference.

Section 4. A balance remaining in an Honorary State Regent's project fund shall revert to the State Society after three years following the end of her administration. That Honorary State Regent may recommend to the Executive Committee how the funds should be distributed. If at the end of three years no recommendation is made, the Executive Committee shall disburse the funds.

ARTICLE XI - DUES AND FUNDS

Section 1. State Dues

- (a) The annual State dues for the Iowa Society shall be five dollars (\$5.00) for each member on the Chapter Roll.
- (b) Chapter Treasurer shall remit to the State Treasurer on or before December 1, five dollars (\$5.00) for each member who has paid her dues.
- (c) Dues for a member admitted or reinstated from December 1 to July 5 shall be sent to the State Treasurer immediately upon receiving notice of acceptance or reinstatement by the National Society Daughters of the American Revolution. Dues for a member admitted or reinstated on or after July 5, shall be sent with Chapter dues and credited for the upcoming dues year which begins December 1.

(d) Upon payment of dues each member shall be entitled to participate in all projects of the National and State Society as determined by the State Board of Management.

Section 2. State dues shall be allocated by the Budget and Finance Committee appointed by the State Regent, such allocation to be approved by the State Board of Management.

Section 3. In order to receive National credit all funds shall be remitted to the State Treasurer before December 1 and the State Treasurer shall remit these funds to the Treasurer General before March 1.

Section 4. The fiscal year of the Iowa Society shall be March 1 through the last day of February of the following year.

ARTICLE XII - STANDING AND SPECIAL COMMITTEES AND SPECIAL APPOINTMENTS

Section 1. The State Regent shall appoint such standing and special committees as are authorized by the National Society, by the Iowa State Conference, by the State Board of Management and/or by the Executive Committee. Special Chairmen or committees may be appointed as may be deemed necessary to carry on the work of the Iowa Society.

Section 2. The State Regent shall appoint a Parliamentarian, with the consent of the Executive Committee, who shall act as adviser in matters pertaining to Parliamentary Procedure. She may or may not be a member of the Iowa Society. If an Iowa member, she shall be a member of the Board of Management and State Conference, without a vote unless elected a delegate by her Chapter or if she holds the title of Honorary State Regent. It shall be her duty to advise the presiding officer on points of parliamentary law and also to give similar advice to the Society when requested to do so.

Section 3. The State Regent shall appoint a custodian who shall have charge of the material effects of the Iowa Society, including the DAR Banner, the Iowa Flag and the Centennial Banner.

Section 4. The State Regent shall appoint a Budget and Finance Committee composed of three to five members, one of whom shall be the State Vice Regent who shall serve as chairman. The duties of this committee shall be to prepare an annual budget and submit the proposed budget to the Board of Management each year.

Section 5. The State Regent shall appoint an auditing committee composed of five members, one of whom shall be State Vice Regent who shall serve as chairman. The duties of this committee shall be to receive the books and accounts of the State Treasurer and to examine and audit said books and accounts. The chairman of said committee shall report the results of the audit to the State Conference.

Section 6. All State Chairmen are to send copies of materials used in their committee activities to the State Regent. As spokesman for the State Society, the State Regent has final approval on the activities of the committees within the state. Recommendations from committees are to be sent to the Executive Committee for review before any action can be taken by the committee.

Section 7. All retiring Chairman of Committees shall prepare a typed record of the work accomplished during their administration of that office or committee and all such records, books and materials belonging to that office shall be transferred to the State Regent elect or succeeding State Chairman at the end of the 2 year term.

ARTICLE XIII - CHAPTERS

Section 1. Each Chapter shall hold its election of officers prior to May 1st. The Chapter Regent shall report the names and address of officers, date of election and date of taking office to the Organizing Secretary General.

Section 2. Each Chapter Regent shall complete and return Chapter Officer forms with the names, addresses and phone numbers of the newly elected Chapter Officers immediately after the election to the State Regent, to the State Recording Secretary and to the Organizing Secretary General, NSDAR.

Section 3. Chapter Treasurers shall send contributions to the State Treasurer on or before December 1 in order to have them included in the State Treasurer's annual report. Contributions received by the Chapter Treasurer after February 1 shall be sent as soon as collected to the State Treasurer.

Section 4. Annual State and National dues shall be paid on or before December 1 of each year to the State Treasurer and Treasurer General, NSDAR.

Section 5. Each Chapter may submit a copy of bylaws to the State Parliamentarian to ascertain if such bylaws comply with the National and State Bylaws.

Section 6. No member shall serve as Chapter Regent for more than six (6) consecutive years.

ARTICLE XIV - OFFICIAL PUBLICATIONS

Section 1. Official Record

- (a) The State Proceedings Book shall be the Official Record of a State Regent's two-year term of office. The proceedings shall be published biennially. These proceedings shall be published no later than one year after the close of her term.
- (b) This Official Record shall include the full reports of the State Conference, and the minutes of the Board of Management Meetings and District Meetings; the names all State Officers and District Directors, all State Chairmen and each Chapter Regent. It shall also include such other information as shall be deemed necessary by the immediate past State Regent to ensure a complete report of the administration.
- (c) One copy shall be furnished free to Honorary State Regents, State Officers, District Directors, State Chairmen and each Chapter. One copy shall be donated to the State Historical Society of Iowa. Other copies may be distributed at the discretion of the Executive Committee.
- (d) Each State Officer, the Regent of each Chapter, and each State Chairman as directed by the State Regent or the Board of Management shall prepare a two-minute oral report for the State Conference. These reports shall be typed and ready for publication in the Official Record. These reports are to be typed in triplicate: one for the State Regent, one for the State Recording Secretary for the permanent records of the Society, and one to be retained in the file of the officer or chairman for future reference. These reports may be edited for publication in the Official Record.

Section 2. State Directory

- (a) At the beginning of each administration the State Recording Secretary shall oversee the printing of the State Directory. This shall include the names and addresses of current State Officers, District Directors, State Chairmen, and the Regent, Treasurer, and Registrar of each Chapter. Names shall include first names and phone numbers with area codes. A copy shall be furnished free to State Officers, Honorary State Regents, District Directors, State Chairmen, and each Chapter. Other copies may be distributed at the discretion of the Executive Committee. If necessary, a directory may be printed in the second year of the administration.
- (b) Each Chapter Regent shall send a list of names and addresses of the Chapter Regent, Treasurer, and Registrar to the State Recording Secretary immediately after election for inclusion in the Directory.
- (c) The Directory is to be ready for distribution at the Board of Management Meeting.

Section 3. State Handbook

- (a.) The State Handbook has been compiled for State Officers, District Directors, State Chairmen and Chapter Regents in order that they have the information necessary to carry out their responsibilities.
- (b.) The State Handbook shall contain: a job description pertinent to the office/committee, ISDAR Articles of Incorporation and Bylaws, General Information pertinent to the state, District Meeting information, copies of the most current State and National Packets, and any other material as deemed appropriate by the State Regent. The contents shall be reviewed at least once during each administration.
- (c) The State Handbook and its contents are the property of the Iowa Society. It is the responsibility of the officer/chairman to file copies of reports and any other work of their office/committee in this book. State Chairmen shall turn over their handbooks to the State Regent, elect by the close of the final State Conference of the current State Regent's term. State Officers shall turn over their handbooks to their successors no later than the close of Continental Congress.

ARTICLE XV - EXPENSES

Section 1. Five thousand dollars (\$5,000.00) shall be appropriated from the State General Fund each year to be used by the State Regent toward defraying the traveling expenses of her office. One-half of this amount may be drawn one month after the close of Continental Congress and the remainder after December 1.

Section 2. Five hundred dollars (\$500.00) shall be appropriated from the State General Fund each year to be used by the State Regent for Courtesy expenses during Continental Congress.

Section 3. Expenses for State Officers and State Chairmen must be submitted no later than January 15th and approved by the State Regent.

Section 4. The traveling expenses of the State Organizing Secretary or her official representative shall be allowed for the organization and or disbandment of Chapters.

ARTICLE XVI - RECORDS

Section 1. Records

- (a) All records, including but not limited to application papers, minutes, treasurer's records, and official correspondence, generated by any person or group of people acting in an official capacity for the Iowa Society and chapters, are the property of the Iowa Society or chapter responsible for generating the records.
- (b) No individual Iowa member or members may dispose of any of the said records without the official knowledge and consent of the Iowa Society or chapter responsible for generating the records.
- (c) These records may be donated to the State Historical Society of Iowa (SHSI).
 - (1) An agreement between the ISDAR and the SHSI was approved by the 104th State Conference, April 23, 2003. This agreement sets out procedures for donating materials to the Historical Library by the Iowa Society and by individual chapters.
 - (2) All donations of state materials or of disbanded chapters shall be approved by the State Regent and the State Historian per said agreement.
 - (3) All donations of chapter materials shall be approved by the Chapter Regent and Chapter Historian per said agreement. The State Regent should be notified of all donations of DAR materials prior to event.
- (d) The State Regent shall appoint a liaison to the SHSI whose responsibility is to review the records prior to being donated. The liaison shall be an Honorary State Regent, past State Officer or member who has knowledge of the history of the Society.

ARTICLE XVII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern this Society in all cases in which they are not inconsistent with these Bylaws.

ARTICLE XVIII - AMENDMENTS

Section 1. These Bylaws may be amended by a two-thirds vote at any annual meeting of the Iowa Society, providing that a copy of the proposed amendment has been sent to all Chapters in the Iowa Society at least thirty days and not more than sixty days before the meeting; provided further that such amendments shall have been submitted to the State Bylaws Committee for review.

Section 2. Any amendment of the Bylaws of the National Society shall become the law of the Chapter and State without further notice.

ARTICLE XIX - DISSOLUTION

Although the period of duration of the state organization is perpetual, if for any reason the state organization is to be dissolved or otherwise terminated, no part of the property of the state organization or any of the proceeds shall be distributed to or inure to the benefit of any of the officers or members of the state organization. Upon the dissolution of the state organization, assets shall be distributed by the Board of Management and/or the Executive Committee to and only to the National Society of the Daughters of the American Revolution. Any such assets not so disposed of shall be disposed of by the local United States District Court, exclusively to such organization or organizations as said court shall determine, which are organized within the meaning of section 501(c)(3), with purposes and objectives consistent with those of the state organization.

Amended April 25, 2014

Amended May 6, 2016